

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	5.072
	STATE OF HAWAII	5.073
.		5.074
		5.075

Class Specifications
for the

NATURAL AREA RESERVES SPECIALIST SERIES
(NATURAL AREA RSRVS SPCLT SERIES)

Series Definition:

This series includes all classes of positions, the duties of which are to perform professional work in the management of a statewide natural area reserve system and other protected areas. Professional knowledge and competence in planning, developing and implementing natural area resource management projects and activities are required. These knowledges and skills can be acquired through a combination of education and on-the-job experience.

The objective of the State's Natural Area Reserves Management program is to preserve the State's unique and representative samples of natural ecosystems and geologic formations. The reserves encompass such diverse ecosystems as bogs, grasslands, marine coastal reefs, forests, lava flows, coastal dunes and snowy ice age terrain. They support highly specialized plant and animal species unique to Hawaii. Positions in the series are responsible for the development and implementation of operational management plans which involve a variety of activities to prevent disruption of pristine areas or the degradation of sites from plant, animal and human intrusion and to recover critically imperiled areas and selected native species. Such activities include monitoring and inventorying of ecosystem conditions and assessment of management methodologies; redirection of strategies based on assessments; application of innovative management technologies and methodologies; and overseeing educational and scientific projects, etc.

Level Distinctions:

Classes in this series are distinguished from each other by differences in:

1. Complexity of Work Assignments: Complexity refers to the degree of program or project responsibility and the scope and impact of the assigned work.

2. Supervisory Controls: This factor refers to the nature and extent of direct or indirect controls exercised by the supervisor, i.e., the manner in which assignments are given, the extent of responsibility for the work product and the method of reviewing completed work.
3. Personal Contacts: This factor refers to the nature and purpose of contacts with those other than the supervisor and can range from the exchange of information regarding the program activities, to those involving the resolution of controversial issues or differing viewpoints.
4. Knowledges, Skills and Abilities Required: This factor refers to the nature and extent of information or facts which must be acquired, understood and applied in order to do acceptable work, and the nature and extent of skills and abilities needed to apply these knowledges.

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This is the first specification for the NATURAL AREA
RESERVES SPECIALIST (NATURAL AREA RSRVS SPCLT) series.

Effective date: _____

DATE APPROVED: _____
JAMES H. TAKUSHI
Director of Human Resources Development

NATURAL AREA RESERVES SPECIALIST II
(NATURAL AREA RSRVS SPCLT II)

5.072

Class Distinguishers:

Complexity: This is the advanced trainee level through which the trainee advances as part of the progression to full performance as an independent worker. Assignments characteristically involve assisting in natural area management projects for which a higher level specialist has overall responsibility. Assignments are screened to eliminate difficult or unusual problems. Complex assignments are given and conducted under close guidance to progressively develop the incumbent of the position for work at the next higher level.

Supervisory Controls: Positions at this level function under close supervision. Instructions are specific as to purpose and scope of the work and on problems to be anticipated. Project level specifics are reviewed and discussed with the supervisor before they are carried out. As training progresses, supervision is relaxed on simple assignments for which specific guidelines and procedures exist. Completed work is reviewed for adherence to instructions and technical accuracy.

Personal Contacts: At this level, personal contacts are mainly with co-workers and supervisors. Where contacts with private landowners, agencies, and the general public occur, they are for the purpose of answering routine questions or providing routine information where clearly identified policies and procedures exist.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*)

Knowledge of: Principles, concepts and techniques of natural resources management, including principles, techniques and procedures for the prevention and control of unwanted plants and animals, and census/survey/statistical sampling techniques to determine populations of plants and animals; basic plant and animal physiology and ecology; basic statistical methods and procedures and research methodology used in the conservation and management of natural area ecosystems; laws, rules, regulations and policies pertaining to the State's Natural Area Reserves

Management and other protected areas programs; physiology and ecology of plants and animals found in Hawaii, both native and introduced, including threatened and endangered species; various silvicides and herbicides applicable to the control of unwanted species of plants; and report writing.

Ability to: Apply knowledge of basic plant and animal physiology and ecology to plants and animals found in Hawaii, both native and introduced, including threatened and endangered species; understand, interpret and apply laws, rules, regulations and policies pertaining to the State's Natural Area Reserves Management and other protected area programs; navigate through large undeveloped, remote areas using maps, compasses and other aids; prepare rough maps and design sketches of natural area field projects; explain program objectives; determine and monitor plant and animal health and vigor; prepare reports of field projects and activities according to program standards and procedures; and gather facts and analyze data for the purpose of evaluating specific management activities such as noxious weed control; and maintain records of reserve management activities.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Directs a work crew and/or volunteer group in performing work in various management activities such as fencing, trapping, trail construction, etc.
2. Makes recommendations of fence alignments with supervisor and lays out fence lines according to pre-discussed specifications.
3. Accompanies a higher level specialist in the conduct of plant surveys to learn physiology and ecology of plants and animals found in Hawaii.

4. Plans wildlife census projects as directed, reviews project specifications with a higher level specialist and implements as discussed.
5. Evaluates and documents results of management activities for review by a higher level specialist.
6. Provides general information on program goals, policies and procedures to the public via telephone or in person.
7. Accompanies higher level specialists to schools and community meetings in making presentations on native wildlife plant protection.
8. Learn to perform duties of the next higher level.

NATURAL AREA RESERVES SPECIALIST III
(NATURAL AREA RSRVS SPCLT III)

5.073

Class Distinguishers:

Complexity: This is the first independent worker level in professional natural area reserve management work. Positions are assigned projects of average difficulty and complexity where problems encountered can usually be resolved by direct application of standard guides and procedures.

Supervisory Controls: Positions at this level are expected to select, apply, and adapt standard techniques and practices in carrying out natural area management projects. Work is performed under general supervision for most assignments while closer supervision is given on the more complex projects. Potential and actual sources of controversy are typically discussed with the supervisor. Work is reviewed regularly for professional approach and accomplishment of management goals and objectives.

Personal Contacts: Positions at this level are allowed to establish and determine the extent of the contact necessary for the completion of their projects and activities. Contacts are with other natural resource management professionals, private landowners, representatives of special interest groups, other government agencies, organizations, and the general public.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required at the next lower level:

Knowledge of: Other government and private agencies involved in related natural resource management activities; State laws and requirements for contract specifications; basic negotiation techniques; and public relations.

Ability to: Plan and coordinate natural area management projects for assigned area; monitor and evaluate condition of assigned reserve areas; speak before groups on various program topics such as native ecosystems and natural area management activities; and make recommendations on forest land/resource development and utilization in conservation districts.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Independently plans and implements natural area management projects of moderate complexity which follow standard program guidelines and conform to the program goals and operating procedures.
2. Prepares accomplishment reports and documents of natural area management project activities following program guidelines and standards.
3. Plans and, upon approval of a higher level specialist, carries out wildlife censuses and plant surveys to determine existing populations of native and nonnative wildlife and plants.
4. Analyzes condition of assigned reserve areas and submits report to a higher level specialist for review.

5. Discusses with a higher level specialist, future management projects required based on condition of reserve areas.
6. Investigates the development and utilization of forest land/resources in conservation districts and makes recommendations to a higher level specialist regarding adverse impact.
7. Gives talks and demonstrations on natural ecosystems, natural area management activities and other related subjects to youth organizations, service clubs, schools, other government agencies and civic groups.
8. Provides consultation to lower level specialists on physiology and ecology of plants and animals found in Hawaii.
9. In addition, may perform work described at the lower levels.

NATURAL AREA RESERVES SPECIALIST IV
(NATURAL AREA RSRVS SPCLT IV)

5.074

Class Distinguishers:

Complexity: Assignments are performed independently and encompass the full range of activities involving the management of a natural area reserve. Scope of responsibility includes the planning, coordinating, implementing and evaluating of assigned projects which may involve whole reserve areas or which may focus on specific portions of a reserve. Typical activities include monitoring and managing natural area reserves, providing education and information to groups, individuals, and others regarding reserve management activities, goals and objectives, and providing consultation to other professionals regarding natural resources management and planning activities.

Supervisory Controls: Work assignments specify the scope and objectives, but usually do not specify the methods and techniques to be used. Supervision is general with advice provided as requested on new policies and procedures and in unprecedented or unusual circumstances. Work is reviewed on a

spot-check basis for professional approach and accomplishment of management goals and objectives.

Personal Contacts: Positions at this level are expected to establish and maintain effective working relationships with other professionals, landowners, special interest groups, representatives of other agencies and jurisdictions and the general public for such purposes as negotiating for access to reserve areas through private lands, coordination of activities for natural area management projects, monitoring and evaluating research activities and studies conducted within reserve areas, and dissemination of program and project information.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required of the next lower level:

Knowledge of: Full range of natural area management requirements for assigned reserve and protected areas; and comprehensive knowledge of negotiation techniques.

Ability to: Plan, organize, coordinate and implement the full range of natural area research and management projects; make recommendations for revisions to natural area reserve management plans and development of new management plans; communicate effectively with private landowners, special interest groups, representatives of government and other agencies for purposes such as negotiating access to reserve lands, providing consultation on soil conservation, or providing recreational opportunities; effectively promote the Natural Area Reserves Management and related protection programs to private and public agencies, the public and others; and plan and conduct resource management studies.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Independently plans, coordinates and implements the full range of natural area management activities in developing and maintaining assigned reserve areas.
2. Plans, coordinates and directs wildlife censuses and plant surveys to determine existing populations of native and nonnative wildlife and plants and overall condition of assigned reserve areas.
3. Evaluates information gathered from censuses, surveys and studies to determine effectiveness of natural area management activities.
4. Recommends changes to natural area management plans based on analysis of information gathered on reserve conditions in assigned areas.
5. Prepares specifications and required documents for the contracting of fencing jobs and inspects all work to ensure that contract specifications are met.
6. Plans, organizes and coordinates natural area work projects performed by volunteers and by cooperating agencies.
7. Negotiates with private landowner for access through private lands to conduct shooting, trapping, and other natural area management activities.
8. Reviews and provides comments and recommendations on applications for permits to conduct studies or other activities within assigned reserve areas.
9. Informs and educates the community on reserve management activities at meetings, workshops, etc., and on an individual basis.
10. May perform work described at the lower levels.

NATURAL AREA RESERVES SPECIALIST V
(NATURAL AREA RSRVS SPCLT V)

5.075

Class Distinguishers:

Complexity: Positions in this class are of two general types:

Type A: Positions responsible for their island district natural area reserve management activities including the overall planning, development and implementation of projects (e.g., protection of native ecosystems, conduct of censuses and surveys, and monitoring and evaluation of natural area management activities) in accordance with the branch's goals and objectives. They are responsible for preparing operating budgets, determining program priorities, and developing policies and procedures for their island district natural area reserve program. They represent the reserve program at community activities and events, branch and program meetings, and program planning activities and are responsible for promoting the program throughout the district community to generate support for the program's activities, goals and objectives. Positions may also direct the work of lower level specialists and technical personnel in the conduct of reserve management projects and related activities.

Type B: A position responsible for planning, developing, and coordinating technical and administrative support services for the State's Natural Area Reserves Management and related protection programs. This position also provides staff support to the Administrator of Forestry and Wildlife and represents the Natural Area Reserves Management program in the planning, formulation, coordination and direction of overall division activities.

Supervisory Controls: Basic policies and program objectives are available, but the scope of assignments is structured only on a general basis. Completed work is reviewed for adequacy in meeting program objectives and for compliance with established policies and procedures. Little or no technical guidance is provided except on critical or controversial issues.

Personal Contacts: Contacts are broad and varied in purpose and include representatives of county, State and federal agencies, special interest groups, commissions, private agencies, landowners and the general public. The purpose of these contacts is to coordinate related projects and activities, to facilitate the resolution of conflicts/problems in a manner that is favorable to the program, negotiate controversial issues for effective public relations, to provide training, and to explain

and promote the program to generate support and understanding of program goals and objectives.

Full Performance Knowledges and Abilities: (*Knowledges and abilities required for full performance in this class.*) In addition to the knowledges and abilities required at the next lower level:

Knowledge of: The State's budget and legislative process; comprehensive resource planning for all natural area reserves; and the impact of the activities of the Natural Area Reserves Management program on private landowners, communities, special interest groups, etc.

Ability to: Plan and establish program priorities; develop program standards, guidelines, and policies and procedures; plan, coordinate and evaluate program activities and operations; develop and implement comprehensive management plans; provide technical advice and assistance to resource professionals and private landowners; prepare and justify capital improvement and operating budgets; and develop and recommend legislative proposals.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.*)

1. Plans and implements overall natural area management activities and projects.
2. Plans, develops and implements overall policies and procedures, and comprehensive management and monitoring plans for natural area reserves.
3. Prepares and justifies capital improvement project and budget requests for the Natural Area Reserves Management program.
4. Plans and directs the development and implementation of a monitoring system for reserve areas to evaluate management activities.

5. Plans, coordinates and directs the development and implementation of a volunteer program to provide a supplemental labor force for accomplishing work projects.
6. Plans, coordinates and directs the development and implementation of natural area reserve information and education programs to generate support and understanding of program goals and objectives.
7. Provides technical consultation and advice to other resource professionals on natural area management techniques and other resource management matters.
8. Represents the Natural Area Reserves Management program at meetings, planning activities, and community events.
9. Coordinates the efforts of and effectively work with foresters, biologists, botanists, archaeologists and other specialists in the successful management of natural area reserves.
10. Speaks before groups, organizations and the general public to promote the Natural Area Reserves Management program.
11. Serves as the administrator's representative to the Natural Area Reserve System Commission in assuring that natural area management activities conform to the established broad management criteria.
12. Develops cooperative agreements or contracts with other government and private agencies, or individuals in managing natural area reserves.
13. Collaborates with other government and private agencies, such as the National Park Service and the Nature Conservancy, on matters of mutual concern, including native flora and fauna identification and location, and native forest ecosystem protection.
14. Represents the program on committees, workshops and councils, such as the Secretariat for Conservation Biology, concerned with natural area reserve system and other related issues.

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15. Works with the Natural Area Reserve System Commission to coordinate research proposals with ongoing resource management programs.
16. Supervises/directs lower level Natural Area Reserves Specialists and/or technical support personnel as necessary.
17. In addition, may perform work described at the lower levels.